NATIONAL CENTER FOR HEALTH STATISTICS (HCS)

(1) Provides national leadership in health statistics and epidemiology; (2) collects, analyzes, and disseminates national health statistics on vital events and health activities, including the physical, mental, and physiological characteristics of the population, illness, injury, impairment, the supply and utilization of health facilities and manpower, the operation of the health services system: health costs and expenditures, changes in the health status of people, and environmental, social, and other health hazards; (3) administers the Cooperative Health Statistics System; (4) stimulates and conducts basic and applied research in health data systems and statistical methodology; (5) coordinates to the maximum extent feasible, the overall health statistical and epidemiological activities of the program and agencies of the Department of Health and Human Services (DHHS) and provides technical assistance in the planning, management, and evaluation of the Department's statistical programs; (6) maintains operational liaison with statistical units of other health agencies, public and private, and provides technical assistance within the limitations of staff resources; (7) fosters research, consultation, and training programs in international statistical activities; (8) participates in the development of national health statistics policy with other Federal agencies; (9) directs the environmental and epidemiological statistics programs of the National Center for Health Statistics (NCHS); (10) provides the Secretary, DHHS with consultation and advice on statistical matters in its role as the Government's principal general-purpose health statistics organization as designated by the Office of Management and Budget (OMB).

Office of the Director (HCS1)

(1) Plans, directs, administers, coordinates and evaluates the total vital, health, and health-related statistics programs of the Center; (2) stimulates basic and applied research and developmental activities; (3) provides national and international leadership in vital and health statistics and epidemiology; (4) conducts a variety of professional activities to provide assistance to government agencies, to foster international relationships, and to improve the broad fields of vital and health statistics and epidemiology; (5) coordinates the Center's activities with public and private health statistical agencies; (6) provides advice and guidance on disease classification problems in the Center; coordinates activities within the Center on classification of diseases and procedures; and has responsibility for development of revision proposals and U.S. position on decennial revisions of the International Classification of Diseases (ICD); (7) directs the Center's environmental and epidemiological statistics programs; (8) provides management and administration for the Center; (9) provides program planning and development for the Center; (10) develops and coordinates legislative activities; (11) directs and coordinates Center activities in support of the Department's Equal Employment Opportunity program.

Office of Management and Operations (HCS12)

(1) Participates in the development of policy, long-range plans, and programs of the National Center for Health Statistics (NCHS); (2) plans, coordinates, directs, and conducts the management and administrative operations of the NCHS; (3) reviews the effectiveness and efficiency of the operation and administration of all programs of the Center; (4) conducts management and organizational analyses as well as provides consultation and advice on program reorganizations; (5) manages the NCHS performance appraisal systems; (6) develops and manages training, organizational and career development and incentive award programs; (7) develops and directs systems for personnel, procurement, information management, staff resources utilization, workforce planning and management by objectives; (8) plans, develops, and conducts Center-wide management information and executive information systems; (9) develops administrative policies and procedures; (10) develops and implements NCHS policies and procedures in the areas of information systems security; (11) conducts information system security audits to insure that all NCHS program adhere to and are in compliance with establish

procedures and policies; (12) provides management services in the areas of delegations of authority, directives management, grants management, procurement management, and reports and records management; (13) serves as the NCHS contact on all matters associated with labor-management partnership activities; (14) administers the NCHS IRB activity; (15) provides facilities management and office services management for NCHS; (16) develops and directs a safety and health program for the Center; and (17) provides conference management services for NCHS. (Approved 4/4/02)

Administrative Operations Activity (HCS122)

(1) Plans, directs, and coordinates facilities and office services management activities for the NCHS; (2) assures compliance with federal, state, and local government environmental, safety, and health regulations; (3) serves as liaison for building management activities with CDC, GSA, and other federal, state, and local government officials; (4) develops plans for expanded, modified, or renovated facilities; (5) provides project administration for contractual services; (6) provides physical security, parking, and conference management; (7) directs central administrative services including mail, supplies and copying management, shipping and receiving, property management, and messenger services for NCHS; (8) manages the Center's records, reports, and forms program; (9) administers the NCHS grants activities; (10) provides guidance and staff support for major Center conferences and meetings; and (11) manages and administers the NCHS telecommunications systems. (Approved 4/4/02)

Management Systems and Analysis Activity (HCS127)

(1) Coordinates management information systems and analyses of data for improved utilization of Center resources; (2) directs systems analysis and design, programming, and systems training as it relates to implementation of new and existing administrative, management, and executive information systems; (3) recommends changes to improve information resources management efficiency and effectiveness; (4) develops, recommends, and provides advice on management policies, methods, directives, and procedures; (5) provides analysis, recommendations, and guidance related to the establishment or modification of organizational structure and functions; (6) conducts management analyses and surveys of NCHS programs and operations; (7) coordinates program and administrative delegations of authority; (8) conducts and coordinates NCHS-wide management improvement programs, including staff utilization, and productivity improvement; (9) negotiates solutions to intra- and inter-agency problems and issues in such areas as organization, functions, delegations, management regulations, and procedures; (10) serves as liaison to CDC and DHHS on programs to improve management and administration; (11) directs and coordinates the internal controls program within the Center; and (12) coordinates NCHS A-76 activities. (Approved 4/4/02)

Office of Research and Methodology (HCS13)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) plans, coordinates, and stimulates the Center's applied and basic research program which includes the fields of mathematical statistics, survey design and methodology, cognition and survey measurement, and automated statistical and graphical technologies, and conducts research in each of these fields; (3) formulates statistical standards regarding the survey design, data collection, coding, data analysis, data presentation, and statistical computing for all NCHS data systems and coordinates activities directed at the implementation and maintenance of these standards; (4) actively supports all of the Center's basic and applied research activities by serving as the Center's consultants in the fields of mathematical statistics, survey design and methodology, cognition and survey measurement, and automated statistical and graphical technologies; (5) consults and collaborates on statistical research projects with PHS agencies and other Federal organizations, State and local governments, universities, private research organizations, and international health agencies; (6) reviews for statistical merit all research contracts

and intramural projects and all research projects undertaken through contracts, interagency agreements, or intramural activities.

Survey Design Staff (HCS132)

(1) Conducts research on survey design and methodology to improve the efficiency and quality of the Center's data systems and promotes the publication, distribution, and implementation of this research; (2) develops optimum designs for NCHS data systems and reviews the implementation of all designs to assure compliance with design specifications; (3) stimulates and participates in the development of error profiles of sampling and nonsampling components of error in NCHS data systems; (4) provides statistical consultation and technical assistance to all Center data systems on survey methods, quality control, and design of data systems; (5) monitors and maintains Center standards regarding survey design and methodology; (6) develops and monitors quality control systems to assure the statistical adequacy and validity of the Center's programs.

Statistical Methods Staff (HCS133)

(1) Conducts research in basic statistical theory and methods to improve the efficiency and quality of the Center's data systems; (2) develops general statistical models and innovative survey techniques to improve the efficiency and extend the analytic potential of complex sample surveys; (3) conducts basic research regarding the impact of sampling and nonsampling errors on statistical estimation and analysis; (4) provides statistical consultation to all Center data systems, particularly in the implementation and utilization of new statistical methods or statistical computing packages; (5) monitors and maintains Center statistical standards for data presentation, analysis, and statistical computing including publications review; (6) evaluates statistical computing packages with respect to their statistical appropriateness and applicability to Center data systems.

Statistical Technology Staff (HCS134)

(1) Serves as a focus for and facilitates the exchange of information on automated statistical and graphical technology activities among others in the Center also conducting such research; (2) conducts research in automated statistical and graphical technology for advanced survey and statistical methods for complex sample surveys and other Center data; (3) develops prototype automated statistical and graphical technology and explores the utility of commercially available automated technology to enhance survey design, analysis, data access, and data presentation; (4) provides technical assistance and consultation as requested on the utility of automated statistical and graphical technology with respect to unique methodological problems arising in Center applications and collaborative programs.

Cognitive Methods Staff (HCS135)

(1) Promotes and advances interdisciplinary research on the cognitive aspects of survey methods; (2) conducts basic and applied research on the cognitive aspects of the survey response process in order to improve the efficiency and quality of the Center's data systems; (3) conducts research on the cognitive aspects of statistical data presentation, especially maps and graphs, in order to improve the usefulness of the Center's data; (4) develops new methods for investigating the cognitive aspects of survey data collection and presentation; (5) promotes the dissemination and implementation of cognitive research methods through publications and presentations; (6) develops and tests NCHS survey data collection instruments using cognitive laboratory methods and related innovative questionnaire evaluation methods; (7) provides consultation and technical assistance to Center data systems on questionnaire design issues and other related data collection procedures; (8) conducts a program of reimbursable applied and basic research, technical assistance, and consultation on cognitive aspects of survey

methods. (Approved 2/16/00)

Office of Planning, Budget and Legislation (HCS17)

(1) Provides a focus for short and long range statistical programs and budget planning, policy development, and program analysis; (2) provides advice on the development of new health statistics programs, translates planning into program proposals for the Center's operations, and organizes Center-wide teams or special work groups for selected high priority initiatives; (3) serves as a focal point for coordination and integration of program activities within NCHS, and facilitates communication within NCHS regarding program and policy issues; (4) assists the Center Director in the assessment of program accomplishments and the development of program planning through a program review process; (5) provides leadership within NCHS on legislative affairs, develops and coordinates the Center's legislative activities, and serves as principal liaison between NCHS programs and executive and legislative branch officials on legislative affairs; (6) serves as principal advisor in areas of budget and resource development, formulates and presents the NCHS budget, and serves as principal liaison between NCHS programs and budget officials in CDC, DHHS, and OMB; (7) develops fiscal policies, financial management procedures, and systems throughout NCHS, and provides leadership for the direction and improvement of financial management functions; (8) directs and manages the execution of the NCHS budget, including a system of budgetary and expenditure controls, financial reports, and assistance to staff; (9) provides planning, operational review and coordination for the NCHS Reimbursable Work Program, and coordinates required clearances of the program; (10) manages and coordinates NCHS' responsibilities for review and clearance under the Paperwork Reduction Act, and serves as principal liaison between NCHS programs and clearance officials in CDC, DHHS, and OMB; (11) assures that NCHS' confidentiality and privacy policy are consistent with legislative mandates, and that these policies and the Privacy Act are clearly articulated and enforced within NCHS; provides policy leadership and guidance on data sharing and data release agreements; and develops and maintains Privacy Act System Notices. (Approved 9/6/96)

Classifications and Public Health Data Standards Staff (CPHDSS) (HCS18)

(1) Serves as a nucleus for Public Health data standards and health classifications by fostering the collaborative development of tools and guidelines to enhance the integrity, comparability, quality, and usefulness of the data products from a wide variety of public and private agencies at the national and sub-national levels; (2) establishes and maintains liaison and partnerships with Federal agencies within and outside DHHS and with a wide variety of private and professional organizations to promote uniformity in classifications, data sets, definitions, and related data policies and standards; (3) assures representation of NCHS and takes a leadership role on intra- and interagency task forces and committees reviewing and developing uniform data elements and data sets for diverse health care settings, nomenclatures and classifications; (4) serves as a focal point within NCHS for collaborative activities related to computer-based patient record development; (5) supports the Director, NCHS, as a member of the DHHS Data Council and coordinates NCHS staff support to the Data Council for Public Health data standards activities; (6) provides scientific and technical support and Executive Secretariat services to the National Committee on Vital and Health Statistics (NCVHS), the legislatively-mandated advisory committee to the Secretary, DHHS; (7) establishes and maintains liaison between NCVHS and agencies within DHHS, other governmental agencies, and relevant private and professional organizations; (8) directs and facilitates cross-cutting Public Health data standards activities that involve multiple outside organizations and have important implications for NCHS and CDC programs; (9) provides liaison with standards-setting organizations on emerging data needs and on medical and health classification issues; (10) is responsible for overseeing, coordinating, evaluating, and formulating recommendations for the ICD Family of Classifications and related classifications, by providing the focus within NCHS for the development and execution of classification activities; (11) serves as the focal point and coordinator of U.S. Government activities related to the ICD and maintains liaison with the World Health Organization

(WHO), through direction of the WHO Collaborating Center for the Classification of Diseases of North America; (12) provides advice and assistance within NCHS and to other agencies and organizations in the conduct of training activities related to Public Health data standards; conducts training in key areas as appropriate; and promotes appropriate training and educational materials for implementation and use of data sets and classification systems; (13) is responsible for assuring comparability of morbidity classification, using current and subsequent versions of the ICD for morbidity, and recommends revisions to the ICD for morbidity applications as appropriate; (14) assumes full responsibility for the development and implementation of the evaluation program of NCHS for assessment of the adequacy, completeness, and responsiveness of Center programs both nationally and internationally to the NCHS mission and user needs for data; based on evaluations, makes proposals for changes in NCHS programs or policies; (15) participates with appropriate agencies and organizations to promote the dissemination, adoption, and use of Public Health data standards advocated by NCHS, DHHS, and the NCVHS; to this end, develops comprehensive policy analyses and special reports, and newsletters; (16) directs the work of the Public Health Data Standards Consortium. (Approved 09/20/2002)

Division of Vital Statistics (HCS5)

The Division of Vital Statistics (DVS) plans and administers complex data collection systems and conducts a program of methodologic and substantive public health research activities based on the nationwide collection of data from vital records, follow back surveys, and demographic surveys of people in the childbearing ages.

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) directs, plans, and coordinates the vital statistics program of the United States; (3) administers the vital statistics cooperative program, including the National Death Index; (4) develops standards for vital statistics data collection including electronic systems, data reduction, and tabulation; (5) interprets, classifies, and compiles complex demographic, economic, health, and medical data; (6) serves as the United States representative to the World Health Organization (WHO), regarding the International Classification of Diseases (ICD) for mortality data and the classification and coding of cause of death; (7) conducts research to determine cross-national comparability of causes of death to further enhance the ICD and make appropriate recommendations to WHO; (8) conducts research on data collection methodology, survey methodology, data quality and reliability, and statistical computation as related to vital and survey statistics; (9) conducts multidisciplinary research directed toward development of new scientific knowledge on the demographics of reproduction, natality, and mortality; (10) performs theoretical and experimental investigations into the content of the vital statistics data collection effort; (11) develops sophisticated approaches to making vital statistics data available to users, including techniques to avoid disclosure of confidential data; (12) conducts descriptive analyses and sophisticated multivariate analyses that integrate vital statistics data across multiple surveys or data sets; (13) provides technical assistance and consultation to international, State, and local offices with vital registration responsibilities on vital registration, vital statistics, and data processing; (14) researches, designs, develops, and implements state-of-the-art computing systems for collecting, storing, and retrieving vital records and for subsequent analysis and dissemination; (15) conducts methodological research on the tools for evaluation, utilization, and presentation of vital statistics and related survey data and medical classification; (16) produces and publishes a wide variety of vital statistics analytic reports and tabulations in multiple formats; (17) develops and sustains collaborative partnerships within NCHS, CDC, DHHS, and externally with public, private, domestic and international entities on vital statistics programs. (Approved: 02/02/2003)

Office of the Director (HCS51)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) provides leadership for the monitoring and statistical evaluation of national vital statistics; (3) directs, plans, and coordinates the statistical and research activities of the Division; (4) develops and administers a research and analytic program in registration and vital statistics; (5) develops policy, practices, and management for the National Death Index program; (6) plans and conducts a program to improve the vital registration and statistics program of the U.S.; (7) conducts studies of new vital registration techniques; (8) recommends content and format of model legislation, regulations, standard certificates, and other aids to registration systems; (9) provides international leadership and consultation on vital registration and statistics issues to other countries; and (10) establishes collaborative partnerships within NCHS, CDC, DHHS, and externally with public, private, domestic and international entities on vital statistics programs.

Data Acquisition and Evaluation Branch (HCS52)

(1) Provides policy direction to states regarding vital statistics data acquisition and quality control; (2) promotes state participation in the vital statistics cooperative program and the national death index (NDI) program; (3) develops specifications for coding, editing and processing of vital registration and statistics data; (4) develops and administers funding formulas that determine the level of reimbursement to states and the procurement mechanisms to effect this reimbursement; (5) develops and directs a comprehensive statistical quality assurance program to assure that the data received from each registration area are acceptable for national use; (6) provides technical assistance to states, local areas, other countries, and private organizations on data files, software, training, processing and coding of vital statistics data; (7) in consultation with health departments across the U.S., leads and conducts evaluation studies and other research on issues related to the collection of vital statistics; (8) prepares and publishes information obtained from special projects related to vital registration and statistics data; (9) promotes the development and implementation of "best statistical practices" throughout the U.S. vital statistics system to maximize the utility of vital statistics data; and (10) manages the acquisition of vital statistics data from the 57 registration areas to assure a national file of timely and complete data.

Mortality Statistics Branch (HCS53)

(1) Establishes the research agenda for mortality statistics in response to public health priorities; (2) converts identified data needs into statistical and research programs to obtain, evaluate, analyze, and disseminate mortality statistics data; (3) conducts research to improve data collection of vital records, record linkage, and sample survey methodologies related to mortality statistics; (4) performs theoretical and experimental research that improves the content of the mortality statistics data collection effort and the timeliness, availability, and quality of mortality statistics data; (5) conducts research into life tables methodology and produces annual and decennial U.S. and State life tables; (6) recommends content of U.S. Standard Certificates; (7) assesses disclosure risk and develops optimal data release strategies that improve policy analysis and decision-making; (8) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (9) conducts research related to the International Classification of Diseases (ICD) and cause of death classification; (10) conducts national and state-specific comparability studies of cause of death classification to facilitate the study of mortality trends across ICD revisions; (11) designs and conducts methodological research to improve the collection, production, use, and interpretation of mortality-related data; (12) collaborates with other agencies and organizations in the design, implementation, and analysis of vital records surveys; and (13) develops and promotes training activities related to the collection, production, use and interpretation of mortality statistics.

Reproductive Statistics Branch (HCS54)

(1) Establishes the research agenda for reproductive statistics in response to public health priorities; (2) assesses information data needs in the fields of reproduction, maternal and child health, family formation, growth, and dissolution; (3) plans and develops statistical and research programs to obtain, evaluate, analyze, and disseminate reproductive statistics data to meet these needs; (4) conducts research to improve data collections on vital records, record linkage, and sample survey methodologies related to reproductive statistics; (5) performs theoretical and experimental research that improves the content of the reproductive statistics data collection effort and the timeliness, availability, and quality of reproductive statistics data; (6) assesses disclosure risk and develops optimal data release strategies that improve policy analysis and decision-making; (7) prepares and publishes descriptive analyses of individual data systems as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (8) conducts methodological research to improve statistics on reproduction, maternal and child health, family formation, growth, and dissolution; (9) recommends content of U.S. Standard Certificates**;** and (10) provides consultation and advice to members of Congress, the press, and a broad range of researchers and institutions at the international, national, State, and local levels on reproductive statistics data.

Systems, Programming, and Statistical Resources Branch (HCS55)

(1) Conducts research into the design, development, and administration of vital statistics information technology systems; (2) performs systems analysis and computer programming of vital registration data; (3) develops technologies, data architectures, security infrastructure, and database management related to vital records, record linkage, and sample surveys consistent with Center and Agency information technology requirements; (4) develops, maintains, and employs state-of-the-art information technologies (e.g., relational data bases, Web-enabled applications, applications development and dissemination activities) associated with vital statistics; (5) develops and maintains systems and databases to support the National Death Index program; (6) provides consultation and expert technical assistance to the Division concerning mainframe, client-server, and networking applications; (7) prepares and maintains population databases as well as conducts studies on statistical computation and data quality; (8) designs and implements information technology applications to produce final edited and imputed vital statistics and survey data; (9) produces and distributes a wide variety of vital statistics reports and tabulations in multiple formats; (10) provides consultation, policy guidance and expert technical assistance NCHS-wide as well as to a broad range of agencies, institutions, federal, local, and international governments, researchers, and individuals, in regard to vital statistics systems design, administration, and usage; and (11) manages national vital statistics data files and databases and the DVS vital statistics data request program.

Mortality Medical Classification Branch (HCS56)

(1) Develops medical classification software and procedures for collecting and processing of mortality medical data in states and at NCHS; (2) provides leadership to the international community in the use and adoption of automated mortality medical classification systems; (3) directs a comprehensive program of technical assistance and consultation related to medical mortality data classification to states, local areas, other countries, and private organizations; (4) tests, refines, and updates automated coding systems that assist in production of mortality data; (5) conducts methodological research in data preparation and medical classification of mortality data; (6) provides nosological assistance and training, both nationally and internationally, in regard to International Classification of Diseases (ICD) information for mortality and new revisions of the ICD; (7) interprets, classifies, codes, keys, and verifies medical and demographic information of value to researchers and public policy officials; (8) develops and implements training programs for cause-of-death coding and provides technical assistance

to international, federal, state, and local government and non-government agencies.

Division of Health Care Statistics (HCS6)

The Division of Health Care Statistics (DHCS) plans and administers complex data collection systems and analytic programs and conducts a program of methodologic and substantive public health research activities on the health care system and the use of health care services.

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) plans, directs and coordinates the health care statistics program of the Center; (3) develops standards for health care statistics data collection, data reduction, and tabulation; (4) conducts research on data collection methodology, survey methodology, data quality and reliability, statistical computation, and utilization of health care statistics data; (5) conducts multidisciplinary research directed towards development of new scientific knowledge on the provision, use, quality, and appropriateness of ambulatory, hospital, and long-term care; interactions within the health care delivery system; and the effects of the system and its financing on services provided; (6) performs theoretical, experimental, and evaluative investigations into the content of the health care statistics data collection effort; (7) develops sophisticated approaches for making health care statistics data available to users, including techniques to avoid disclosure of confidential data; (8) conducts descriptive analyses and sophisticated multivariate analyses that integrate health care statistics across multiple surveys or data sets; (9) designs, develops, and implements state of the art computing systems for collecting, storing, and retrieving health care statistics data for subsequent analysis and dissemination; (10) provides technical assistance, consultation, and liaison to international, federal, state, and local government agencies, as well as the private sector, on statistics describing health care resources and utilization and future data needs of particular relevance for public health, health services research, and health policy; (11) fosters the integration of health care data systems as well as greater linkages of data for analytic purposes; (12) analyzes and produces and publishes a wide variety of health care statistics reports and tabulations in multiple formats; and (13) develops and sustains collaborative partnerships within NCHS, CDC, and DHHS, and externally with public, private, domestic and international entities on health care statistics programs.

Office of the Director (HCS61)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) provides leadership for the development, conduct, and evaluation of national health care surveys and statistics; (3) directs, plans, and coordinates the statistical and research activities of the Division; (4) develops and administers a research and analytic program to characterize the health care delivery system and patients and providers interacting within it; (5) coordinates activities within the division and with other Center components aimed at obtaining and using health care data from other Federal, state, and local government agencies, as well as from non-government sources; and (6) provides advice and leads development of collaborative partnerships within NCHS, CDC, and DHHS, and externally with public, private, domestic and international entities on health care statistics and the manner in which statistics may impact policy issues.

Ambulatory Care Statistics Branch (HCS62)

(1) Develops and maintains a national register of ambulatory health care providers and inventories; (2) assesses information and data needs in the field of ambulatory care statistics and translates data needs into plans for ambulatory health care surveys, inventories and research activities; (3) prepares specifications for the collection, coding, editing, and imputation of ambulatory health care statistics data; (4) conducts complex research studies relating to ambulatory health care providers and their utilization; (5) converts identified data needs into research, development, and evaluation activities;

(6) performs theoretical and experimental research that improves the content of the ambulatory care data collection efforts and the timeliness, availability, and quality of ambulatory care data; (7) assesses disclosure risk and develops optimal data release strategies that improve policy analysis and decision-making; (8) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (9) develops and publishes a wide variety of reports and tabulations in multiple formats and arranges for distribution/dissemination through appropriate media; and (10) provides technical advice and consultation in survey methodology, data collection, quality control, and analysis of ambulatory health data to other health professional personnel and researchers.

Hospital Care Statistics Branch (HCS63)

(1) Develops and maintains a national register of hospital care providers; (2) translates data needs into plans for national inpatient and ambulatory surgery health care surveys, inventories and research activities; (3) prepares specifications for collection, coding, data entry, editing, and imputation of hospital care statistics data; (4) conducts complex research studies relating to hospital care and ambulatory surgery facilities and their utilization; (5) converts identified data needs into research, development, and evaluation activities; (6) performs theoretical and experimental research that improves the content of the hospital care data collection effort and the timeliness, availability, and quality of hospital care statistics and ambulatory surgery data; (7) assesses disclosure risk and develops optimal data release strategies that improve policy analysis and decision-making; (8) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that may integrate data across multiple surveys or data sets; (9) develops and publishes a wide variety of reports and tabulations in multiple formats and arranges for distribution/dissemination through appropriate media; and (10) provides technical advice and consultation in survey methodology, data collection, quality control, and analysis of hospital care and ambulatory surgery statistics to other health professional personnel and researchers.

Long-Term Care Statistics Branch (HCS64)

(1) Develops and maintains a national register of long-term care providers and plans for national long-term care surveys and inventories; (2) translates data needs into plans for surveys, inventories and research activities across the spectrum of long-term care; (3) prepares specifications for collection, coding, data entry, editing, and imputation of long-term care data; (4) conducts complex research studies relating to long-term care providers and their utilization; (5) converts identified data needs into research, development, and evaluation activities; (6) performs theoretical and experimental research to improve the content of the data collection effort and improves the timeliness, availability, and quality of long-term care statistics; (7) assesses disclosure risk and develops optimal data release strategies that improve policy analysis and decision-making; (8) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that may integrate data across multiple surveys or data sets; (9) develops and publishes a wide variety of reports and tabulations in multiple formats and arranges for distribution/dissemination through appropriate media; and (10) provides technical advice and consultation in survey methodology, data collection, quality control, and analysis of long-term care statistics to other health professional personnel and researchers.

Technical Services Branch (HCS65)

(1) Conducts research into the design, development, and administration of health care statistics information technology systems; (2) performs systems analysis and computer programming of health care statistics data; (3) develops and implements computer technologies, data architectures, security infrastructure, and database management for division programs consistent with Center and Agency information technology requirements; (4) develops, maintains, and employs state-of-the-art information technologies (e.g., relational data bases, Web-enabled applications, applications development tools) in support of data collection, processing, maintenance, analysis, and dissemination activities associated with national health care surveys; (5) advises division staff regarding resources for mainframe, client-server, network, and emerging applications; (6) prepares and maintains databases and file libraries, as well as conducts studies of statistical computation and data quality; (7) produces and disseminates a wide variety of reports and tabulations in multiple formats; (8) develops quality control measures; and (9) provides consultation, policy guidance, and expert technical assistance NCHS-wide as well as to a broad range of agencies, institutions, federal, local, and international governments, researchers, and individuals, in regard to health care survey and computer systems design and usage.

Division of Health Interview Statistics (HCS7)

The Division of Health Interview Statistics (DHIS) plans and administers complex data collection systems and analytic programs and conducts a program of methodologic and substantive public health research activities based on the collection of data from nationwide and special health interview surveys.

(1) Participates in the development of policy, long-range plans, and programs of NCHS; (2) plans, directs and coordinates the health interview statistics program of NCHS; (3) administers Division programs comprised of national health interview surveys, longitudinal surveys, population-based telephone surveys, targeted follow-up studies, and national and subnational surveys on selected health topics; (4) conducts research on data collection and estimation methodology, survey methodology, questionnaire design, data quality and reliability, and statistical computation related to health interview statistics; (5) analyzes data and publishes reports on the prevalence and incidence of disease and associated disabilities, health status, health-related behaviors, utilization of health care resources, health insurance status, and other health and well-being related topics; (6) conducts multidisciplinary research directed toward development of new scientific knowledge in areas related to health and health care, population demographics, economics, epidemiology, statistics, and disability, e.g., determining associations between risks and outcomes; (7) performs theoretical and experimental investigations of the content of health interview surveys; (8) develops sophisticated approaches to making data available to users, including techniques to avoid disclosure of confidential data; (9) conducts and publishes descriptive analyses and sophisticated multivariate analyses that may integrate data across multiple surveys or data sets; (10) designs, develops, and implements state-of-the-art computing systems for collecting, storing, and retrieving health interview statistics and for subsequent analysis and dissemination; (11) applies computer systems and software in its programs, consistent with NCHS information technology requirements; (12) conducts methodological research on the utilization, evaluation, and presentation of health interview statistics; (13) produces and publishes a wide variety of health interview statistics reports, papers, and tabulations in multiple formats as well as makes presentations on analyses of such data; and (14) develops and sustains collaborative partnerships with, and provides expert advice and technical assistance to, NCHS, CDC, DHHS, and externally with public, private, domestic and international entities on issues regarding health interview survey data.

Office of the Director (HCS71)

(1) Participates in the development of policy, long-range plans, and programs of NCHS; (2) provides leadership for the design, development, conduct, and statistical evaluation of the Division's data systems, and the analysis and dissemination of national and subnational health interview statistics; (3) directs, plans, and monitors the scientific integrity and relevance to public health of the Division's data, publications, and other products; (4) directs and coordinates the planning and production activities of the Division, including data collection, information technology, and data dissemination; (5) develops and administers a research and analytic program in health interview statistics; (6) plans and conducts a program to improve methods for obtaining information on subpopulations defined by age, gender, geography, race, ethnicity, socioeconomic status, etc.; and (7) provides advice and leads development of collaborative partnerships within NCHS, CDC, and DHHS, and externally with public, private, domestic and international entities on issues regarding health interview statistics and the manner in which statistics may impact policy issues.

Systems and Programming Branch (HCS72)

(1) Conducts research into the design, development, deployment, and administration of information technology systems to collect, process, and disseminate national health interview survey data; (2) performs systems analysis and computer programming, employing state-of-the-art information technologies (e.g. relational databases, Web-enabled applications, applications development tools) in support of data collection, processing, maintenance, analysis, and dissemination activities associated with national health interview surveys; (3) develops and implements computer technologies, data architectures, and security infrastructure and information technology management for the national health interview survey information technology systems ensuring consistency with the Center and Agency information technology requirements; (4) designs, implements, and administers health interview survey information technologies; (5) conducts studies on statistical computation and data quality; (6) directs and coordinates the Division's procurement of computer hardware and software; (7) conducts studies and analyses to endure data confidentiality; (8) designs and implements computer applications to produce final edited and imputed health interview survey data and statistics; (9) produces health statistics reports and tabulations of data from health interview surveys in multiple formats; (10) designs and conducts evaluative studies of health interview survey data collection, processing, and dissemination systems to incorporate new concepts, methods and technologies; (11) provides consultation, policy guidance, and expert technical assistance NCHS-wide as well as to a broad range of agencies, institutions, federal, local, and international governments, researchers, and individuals, in regard to the design, administration, and usage of health interview statistics technology systems.

Survey Planning and Development Branch (HCS73)

(1) Establishes the design and content of the national health interview surveys in response to public health priorities; (2) converts identified data needs into research, development, and evaluation activities and related public health information in the areas of prevalence and incidence of disease and associated disabilities, health status, health-related behaviors, health insurance status, and other health and well-being related topics; (3) coordinates survey instrument development and data collection activities by outside contractors; (4) designs and conducts methodological, analytical, developmental, and evaluation studies of health interview survey processes, questions, and data; (5) performs theoretical and experimental research on the content of and data collection efforts for health interview surveys in order to improve timeliness, quality, and availability of health interview survey data; (6) collaborates with other NCHS programs and through contracts and interagency agreements with outside sponsors of survey supplements in the development, implementation, and analysis of survey questions and data; and (7) provides technical advice and consultation in survey methodology, data collection, quality control,

and analysis of health interview statistics data to a broad range of institutions, governments, and researchers.

Data Analysis Branch (HCS74)

(1) Conducts research and analysis on topics relevant to public health using national health interview survey data; (2) integrates, analyzes, and disseminates data from the national health interview survey; (3) facilitates linkages across the national health interview survey components and with other databases; (4) prepares and presents scientific papers on health issues using data from the national health interview survey; (5) collaborates in the development and application of analytical and methodological techniques and guides for the Division's data collection programs; (6) identifies substantive methodological and technological research needs pertaining to health interview survey data; (7) serves as the NCHS resource on health interview survey data and their use in assessing the prevalence and incidence of disease and associated disabilities, health status, health related behaviors, health insurance status, and other health and well-being related topics; (8) collaborates in the questionnaire development process for health interview surveys; and (9) provides consultation, technical assistance, and liaison to academia, other research groups, and state, federal, and international entities concerning data needs and the definitions and uses of health interview survey data. (Approved: 02/02/2003)

Special Population Surveys Branch (HCS75)

(1) Plans and directs special customized population surveys, such as the State and Local Area Integrated Telephone Survey (SLAITS), in order to obtain timely state and smaller-area data as well as national data relevant to public health; (2) plans and directs the methodological and developmental aspects of data systems for producing health, welfare, and well-being statistics for populations defined by geography, race and ethnicity, and for other special populations; (3) collaborates through contracts, grants, and interagency agreements with outside sponsors of special population surveys in the development, implementation, and analysis of survey questions and data; (4) coordinates special population survey instrument development and data collection and processing activities by outside contractors; (5) designs and implements computer applications to produce final edited and imputed special population survey data and statistics; (6) conducts methodological research and analysis to improve the quality of health, welfare, and well-being statistics for special populations; (7) conducts innovative research and analysis activities that will establish baseline health and health-related data at national and subnational levels; (8) converts identified data needs into research, development, and evaluation activities; (9) conducts theoretical and experimental research to improve the content of the data collection effort for special population surveys by linkage with other surveys and by conducting record validation; (10) designs, conducts, publishes, and presents results of methodological, analytical, developmental, and evaluation studies of special population survey processes, questions, and data; (11) serves as the NCHS resource on special population surveys data and their use in evaluating programs and activities related to the NCHS mission; and (12) provides consultation and technical assistance to academia, other research groups, and state, federal, and international entities addressing the definitions, needs, and uses of special population survey data. (Approved: 02/02/2003)

Division of Health and Nutrition Examination Surveys (HCS8)

The Division of Health and Nutrition Examination Surveys (DHANES) plans and administers complex data collection systems and analytic programs and conducts a program of methodologic and substantive public health research activities based on the nationwide collection of data from health and nutrition examination surveys.

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) plans,

directs and coordinates the health and nutrition examination statistics program of the Center; (3) administers national cross-sectional, longitudinal and special health and nutrition examination studies responsive to the need for complex health, nutritional, and related public health information; (4) manages and coordinates activities of the World Health Organization (WHO) Collaborating Centre for Health and Nutrition Examination Surveys; (5) conducts research on data collection methodology, survey methodology, data quality, and statistical computation related to health and nutritional status assessment; (6) conducts multidisciplinary research directed toward development of new scientific knowledge in the areas related to health and nutrition status, e.g. determining the causal relationships between risks and outcomes; (7) performs innovative theoretical and experimental investigations into the content of the health and nutrition examination statistics data collection effort; (8) develops sophisticated approaches to making health and nutrition examination statistics data available to users, including techniques to avoid disclosure of confidential data; (9) prepares and publishes descriptive analyses and sophisticated multivariate analyses that integrate health and nutrition examination statistics data across multiple surveys or data sets; 10) consults and provides technical assistance on the assessment of health and nutritional status for application in setting medical standards, evaluation of national programs, and regulatory processes; (11) provides leadership for the National Nutrition Monitoring and Related Research Program;(12) designs, develops, and implements state-of-the-art computing systems and technologies for collecting, storing, and retrieving health and nutrition examination data for subsequent analysis and dissemination; (13) applies computer systems and software for its programs consistent with Center information technology requirements;
(14) produces a wide variety of health and nutrition examination statistics analytic reports and tabulations in multiple formats; and (15) develops and sustains collaborative partnerships within NCHS, CDC, and DHHS, and externally with public, private, domestic and international entities on health and nutrition examination statistics programs.

Office of the Director (HCS81)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) provides leadership for the monitoring and statistical evaluation of national health and nutrition examination statistics; (3) plans, directs and coordinates the statistical activities of the Division; (4) develops and administers a research and analytic program in health and nutrition examination statistics; (5) provides advice and leads development of collaborative partnerships within NCHS, CDC, and DHHS and externally with public, private, domestic and international entities on health and nutrition examination statistics; (6) provides support and focus for DHHS activities in the National Nutrition Monitoring and Related Research Program, coordinating these activities in CDC, DHHS, and other Federal agencies; and (7) manages and coordinates activities of the World Health Organization (WHO) Collaborating Centre for Health and Nutrition Examination Surveys.

Analysis Branch (HCS82)

(1) Analyzes data and prepares scientific papers on the prevalence of disease or health-related characteristics and the interrelationships of these variables; (2) collaborates in the development and application of analytic techniques and guidelines for the Division's data collection programs; (3) performs innovative health and nutrition examination statistics research activities involving complex data sets; (4) converts identified health examination statistics data needs into research, development, and evaluation activities; (5) conducts theoretical and experimental research to improve the content of the health examination statistics data collection effort; (6) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (7) develops a wide variety of health and nutrition examination statistics reports and tabulations in multiple formats and arranges for dissemination through appropriate media; and (8) administers analysis and scientific peer review of manuscripts for data collected in the Division's data collection programs; and

(9) provides technical advice and consultation to academic, international, federal, and state entities regarding nutritional and health examination statistics data.

Informatics Branch (HCS83)

(1) Conducts applied computer and informatics research on the development of new and novel approaches in integrated survey information systems, database technology, imaging and telemedicine, data transmission, geographical information systems, and metadata registries; (2) conducts research on the design, development, and administration of computer systems for more timely and accurate health and nutrition examination statistics data; (3) develops, implements, and supports technologies, data architectures, networks, security infrastructure, and database management for the Division's data collection and analytic programs consistent with state of the art trends in computer and informatics research; (4) implements appropriate technologies to prevent unauthorized access to internal and field data resources including authentication, data encryption, data security, system scanning/probing, and implementation and development of systems security and policies consistent with Presidential Decision Directives and other Government wide initiatives; (5) performs systems analysis, computer programming, and quality assurance/quality control of health and nutrition examination data; (6) develops and implements standards for the Division's data collection programs and provides support for telecommunications, data access, and high-speed network technologies (e.g., data dissemination, telemedicine applications); (7) performs special projects related to data on health and nutrition and produces a wide variety of reports and tabulations in multiple formats; and (8) provides advice, policy guidance, and expert technical consultation NCHS-wide and to academic, federal, state, local and international governments, and researchers regarding health and nutrition examination survey information technologies and informatics research.

Operations Branch (HCS84)

(1) Develops and administers contracts for data collection, engineering, acquisition and maintenance of mobile examination centers (MEC) and medical and computer equipment and receipt and control systems; (2) develops and implements systems for reporting of medical findings, professional readings, and laboratory processing for health and nutrition examination and special studies; (3) develops and conducts engineering and logistical support for survey data collection; (4) designs and conducts research studies on response rates, quality control, and quality assurance of health and nutrition examination statistics data; (5) designs and develops comprehensive outreach programs and survey participant recruitment materials; and (6) prepares and publishes reports and analyses of field operations and performs special projects related to health and nutrition examination statistics survey implementation.

Planning Branch (HCS85)

(1) Establishes the research agenda for health and nutrition statistics data in response to public health priorities; (2) converts identified data needs into research, development, and evaluation activities and related public health information; (3) directs the planning phase of contractual activities, including pilot testing and workshop development, in support of the Division's data collection programs; (4) plans and develops a statistical program to obtain, evaluate, analyze and disseminate health and nutrition examination statistics to meet these needs; (5) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (6) performs theoretical and experimental research to improve the content of the health and nutrition examination statistics data collection effort and improve the timeliness, availability, and quality of the nutritional and health examination statistics data; (7) participates in the design and development of integrated, automated data collection systems and data file release programs as well as conducts statistical methods research; (8) provides technical oversight of all laboratory aspects of health and nutrition examination

studies; and (9) provides consultation and technical assistance to a wide range of researchers and institutions at the state, national, and international levels addressing the definitions, needs, and uses of nutrition and health nutrition examination statistics. (Approved: 02/02/2003)

Office of Information Technology and Services (HCS3)

(1) Participates in the development of policy, long-range plans and programs of the Center; (2) Directs, plans and coordinates the Information Services and Information Technology Infrastructure of the Center; (3) Provides IRM policy coordination for the Center and IRM procurement approval authority for software, hardware and systems contract support; (4) Provides liaison with other public and private health agencies, foundations and statistical agencies on Information Technology and electronic data dissemination activities; and (5) Serves as the focal point for advanced Information Technology infrastructure research activities for NCHS-wide systems and in that capacity represents NCHS in developing technology partnerships with other agencies both public and private. (Approved 6/18/00)

Division of Information Technology (HCS34)

(1) Manages the implementation of the Information Technology Plan for NCHS and directs the maintenance of the information technology architecture of NCHS; (2) serves as the focal point for the NCHS Information Technology Advisory Board and its working groups and serves as a clearinghouse for IT information on issues under consideration by the Board; (3) conducts applied research studies on existing and emerging information technologies and methodologies, and their applicability to NCHS critical business needs; (4) provides software and hardware consultation, data base management, research, design, and engineering support services needed by NCHS survey, registration and administrative systems, emphasizing projects which are not program specific; (5) coordinates and operationally manages the integration of NCHS IT infrastructure with the CDC/Atlanta IT infrastructure; e.g., the Wide Area Network (WAN), mainframe and distributed processing, and audio- video teleconferencing systems and services; (6) implements and maintains information technology security for the NCHS computing platform; (7) plans, coordinates and conducts the NCHS Computer Training activities to enhance the use of information technologies and methodologies by Center staff; (8) manages and administers contracts for Center-wide emerging information technology services and infrastructure support; (9) actively participates with state, national and international agencies, associations, foundations and working groups involved in emerging technologies to enhance the IT environment between NCHS and its partners. (Approved: August 7, 2003)

Office of the Director (HCS341)

(1) In partnership with NCHS programs, devises IT practices and procedures and provides direction, planning and evaluation for overall information technology services and infrastructure at NCHS; (2) reviews and approves procurement of computer hardware, software and services to support the DIT activities; (3) evaluates and recommends new information technology hardware, software and methods in support of NCHS IT infrastructure; (4) provides technical assistance and information exchange services regarding NCHS information technology activities to Federal, State and local, public and private organizations; and (5) represents NCHS at national and international meetings regarding emerging information technologies and methodologies. (Approved: 5/26/00)

Software Solutions and Engineering Branch (HCS342)

(1) Conducts and evaluates studies on emerging software technologies and methodologies for NCHS infrastructure as input to the IT and IRM planning process and serves as a clearinghouse on these emerging technologies for NCHS; (2) provides consulting and software life-cycle development support

for NCHS activities, inclusive of software systems planning, design, development, and evaluation services on Internet, Intranet, and Extranet technologies; (3) partners with NCHS programs, outside agencies and the States, to pilot the application of new software technologies and methodologies to meet NCHS-wide IT infrastructure needs; (4) manages and administers contractual services for software consulting, design, development, and integration of innovative technologies at NCHS; (5) partners with NCHS programs and the States to evaluate and support the application of emerging technologies and data conversion activities related to data dissemination services and products inclusive of automated data access systems on the Internet, CD-ROM and other data storage and retrieval media; (6) conducts and evaluates feasibility studies on new technologies to support IT training; (7) develops, manages and implements the NCHS IT training program; and (8) coordinates IT user groups. (Approved: August 7, 2003)

Network Engineering Branch (HCS343)

(1) Plans, manages, coordinates, operates, implements and maintains NCHS networks, servers, and associated technologies and software; (2) implements and maintains information technology security; (3) consults and provides database administrator services for NCHS infrastructure; (4) plans, manages, installs, and maintains desktop-related systems and their associated software; (5) provides direction to program IT Focal Points regarding desktop systems and software; (6) manages and administers contracts to support NCHS networks, servers, and associated technologies; (7) conducts and evaluates studies on emerging networking and server-based technologies and methodologies for NCHS infrastructure as input to the IT and IRM planning process and serves as a clearinghouse on these emerging technologies for NCHS; (8) coordinates and manages NCHS connectivity to the WAN; (9) manages the NCHS audio and video teleconferencing systems and services; and (10) administers and operates the NCHS IT Help Desk. (Approved: August 7, 2003)

Division of Information Services (HCS33)

The Division of Information Services (DIS) plans and administers complex information services production and dissemination systems for promoting access to, use and value of health statistics data to Government officials, health organizations, researchers, and academia. (1) Participates in the development of policy, long-range plans, and programs of the Center; (2) plans, directs, coordinates and evaluates the information services program of the Center; (3) develops standards for information services production and dissemination; (4) conducts a technologically enhanced information services program utilizing state-of-the-art advancements in Internet and external Web-based products and services; (5) coordinates information services with other NCHS divisions and programs to meet Center goals effectively; (6) conducts research to improve methods and operations of information production and dissemination programs, emphasizing Web-based services; (7) designs, develops, and implements state-of-the-art systems for information production and dissemination, emphasizing Web-based systems; (8) provides technical assistance, consultation, and liaison to NCHS, CDC, DHHS, and outside private, domestic, and international organizations on information services programs and services which improve the access to, use, and availability of health statistics data for analysis; (9) promotes the integration of health statistics data information systems; and (10) develops and sustains collaborative partnerships within NCHS, CDC, DHHS, and externally with public, private, domestic, and international entities on health information services programs. (Approved: June 25, 2003)

Office of the Director (HCS331)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) provides leadership for the development, conduct, and evaluation of the national health statistics information services program; (3) directs, plans, and coordinates the health information dissemination and information production activities of the Division; (4) develops and administers a research and analytic

program to improve the delivery of information services to constituents; (5) determines the most effective mix to provide the Center cost-effective and timely information dissemination, publications, and Internet/Extranet services using in-house and contractor-based resources; (6) provides technical assistance regarding data and information dissemination, publications and Internet services to Federal, State, local, public, and private organizations; and (7) leads development of collaborative partnerships within NCHS, CDC, and DHHS and externally with public, private, domestic, and international entities on health information services and the manner in which health statistics data may be accessed by users. (Approved: June 25, 2003)

Information Dissemination Branch (HCS332)

(1) Plans, directs, and coordinates the health statistics information dissemination program for the National Center for Health Statistics; (2) designs, develops, and implements systems to disseminate and promote the use of NCHS data and information products; (3) manages a broad program of electronic dissemination activities using cutting-edge tools such as the Internet, extranet, CD-ROM, and other media; (4) develops and promotes the dissemination of a wide range of other information materials, including brochures, fact sheets, and exhibits to reach general and specialized audiences; (5) develops standards and policies for formatting and organizing electronic data and information products including micro-data, listservs, publications, Web-only data releases, fact sheets and other dissemination tools; (6) coordinates with NCHS Programs to identify, develop, produce, disseminate and market a range of printed and electronic information materials designed to meet user needs; (7) develops and sustains relationships with Federal, State, and local agencies, the scientific and research community, libraries, and national and international health organizations which foster access to and use of NCHS statistical information services; (8) operates a public inquiries program to respond to data and information requests; (9) provides technical assistance to users in acquiring and using NCHS data and information products; (10) conducts and participates in conferences, seminars, workshops, and exhibits to present the information and data of NCHS; (11) evaluates the presentation and dissemination of NCHS information; (12) conducts user surveys to determine users needs and translates these needs into NCHS product development and dissemination plans; (13) researches, evaluates, develops, and implements improved methods of information dissemination; (14) manages the inventory and storage of NCHS information products; and (15) keeps abreast of Federal information dissemination policies and programs. (Approved: June 25, 2003)

Information Design and Publishing Branch (HCS334)

(1) Plans, directs, and conducts the NCHS information publishing program; (2) develops, recommends, and implements policies and standards for electronic and printed publishing at NCHS; (3) provides consultation and technical assistance to NCHS programs regarding publication policies, operational procedures, presentation techniques, and graphic services; (4) interprets and applies CDC standards and provides input to CDC officials regarding issues unique to the design and production of NCHS electronic and printed materials; (5) researches and adopts emerging technology to improve timeliness, cost-savings, and quality of electronic and printed products; (6) directs, coordinates, and provides liaison between NCHS and other agencies on joint information design and publishing projects; (7) provides design, editing, technical writing, and production support for all NCHS published products, including the NCHS Web site; (8) plans, designs, produces, monitors, and administers the NCHS Web site; (9) develops specifications, sets standards, coordinates, and produces NCHS reports; (10) provides graphic and multimedia design services for all NCHS programs; (11) prioritizes, coordinates, and controls all NCHS electronic publications and print products; (12) establishes, administers, and monitors contracts to provide editing, technical writing, graphics support, and printing services for NCHS; and (13) plans, develops and implements systems for tracking production of NCHS electronic information products, printed publications, and graphic products to insure timely releases. (Approved: June 25, 2003)

Office of Analysis, Epidemiology and Health Promotion (HCS4)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) plans, directs, and coordinates the Analysis, Epidemiology, and Health Promotion Program of the Center; (3) develops policy for the Analysis, Epidemiology, and Health Promotion Program of the Center; (4) provides operating liaison with other programs of the Center and other public and private health agencies on activities related to analysis, epidemiology, and health promotion; (5) provides consultation and technical assistance to Federal agencies, States, and other public and private sector institutions in epidemiologic investigations, in the analysis and interpretation of national health statistics, and in health promotion activities; (6) conducts developmental and evaluation research and analysis in the fields of epidemiology, health status, health services utilization, health promotion, and health economics; (7) augments the policy analysis activities of CDC; (8) coordinates NCHS health statistics activities with CDC, PHS, and other Federal agencies in the areas of environmental health, injury, minority health, and HIV; (9) conducts environmental health research using national statistical data and evaluates the utility of environmental health statistics for health program planning, policy analysis, and program direction; (10) coordinates CDC activities to sustain and enhance State and local statistical capacity; (11) collects and disseminates sources of current information on the conceptualization and measurement of health status, including maintenance of a Clearinghouse on Health Indexes. (Approved 12/17/93)

Division of Epidemiology (HCS44)

(1) Using national statistical data, plans, directs, and manages the Center's epidemiologic research program on the effects of biological, social and behavioral factors on health; (2) using national statistical data, plans, directs and manages epidemiologic research on major public health issues; (3) conducts a research program on etiologic inference from observational studies; (4) conducts longitudinal followup studies of NCHS survey respondents and other samples to elucidate the effects of physiological, nutritional, behavioral, and demographic characteristics on the health status of the American people; (5) recommends the need for new health data systems or improvements in capabilities of present systems to meet the needs of the Center's overall epidemiologic research programs; (6) conducts methodological research on the epidemiologic uses of alternative concepts of health status; (7) designs, develops, and implements computer data processing systems and software and produces statistical data for analysis; and (8) prepares research and analytic reports for publication and dissemination. (Approved: 1/14/94)

Population Epidemiology Branch (HCS443)

(1) Using statistical data from multiple sources, develops and conducts a research program on the demographic and epidemiologic aspects of health status; (2) using statistical data from multiple sources, conducts epidemiologic analysis of significant public health problems including the etiology and sequela of chronic disease incidence and prevalence, aging, and functional limitation; (3) collects and disseminates sources of current information on the conceptualization and measurement of health status, including the maintenance of a Clearinghouse on Health Indexes; and (4) prepares research and analytical reports for publication and dissemination. (Approved: 1/14/94)

Longitudinal Studies Branch (HCS442)

(1) Develops methodology and analytic plans for longitudinal studies carried out by the Branch; (2) evaluates the quality and consistency of data collected longitudinally using different data collection techniques; (3) conducts research on alternative methodologies for the analysis of complex longitudinal data; (4) uses the results of longitudinal studies to evaluate the adequacy of cross-sectional data; (5) analyzes data from special longitudinal studies which address significant public health problems and issues; (6) designs, develops, and implements computer data processing systems and software and

produces statistical data for analysis; and (7) prepares research and analytic reports for publication and dissemination. (Approved: 1/14/94)

Division of Health and Utilization Analysis (HCS45)

(1) Plans, directs, and conducts a program on in-depth analysis of health data, including health status and health services utilization; (2) identifies emerging priority areas for data collection and analysis; (3) conducts research related to the use and analysis of health data in planning and evaluating public health programs and policy; (4) develops and conducts comprehensive analyses of maternal, infant, and child health, the health of minority populations, and the health of aging populations; (5) conducts economic analysis of health, including health status, resources and utilization, cost, and financing of services; (6) provides operational liaison with health statistical programs of other public and private agencies; (7) designs, develops, and implements computer data processing systems and software and produces statistical data for analysis; and (8) prepares research and analytic reports for publication and dissemination. (Approved 1/29/01)

Infant and Child Health Studies Branch (HCS453)

(1) Using statistical data from multiple sources, develops and conducts a comprehensive research program on maternal, infant and child health; (2) conducts methodological research focused on the analysis of the relationship of social and biological factors during pregnancy, infancy, and early childhood to mortality and morbidity; (3) provides operational liaison with programs of other public and private agencies involved with the development and advancement of health programs aimed at the prevention of infant mortality and morbidity; (4) provides consultation and technical assistance to other agencies in the collection, analysis and interpretation of data on perinatal morbidity and mortality; and (5) prepares research and analytic reports for publication and dissemination. (Approved: 1/14/94)

Analytic Studies Branch (HCS452)

(1) Serves as a focal point for a Center-wide analytical program aimed at the assessment and development of health data from multiple sources designed to facilitate the analysis of emerging public health issues and problems; (2) conducts and coordinates in-depth statistical analyses of special population groups relating to their health characteristics and their health care needs; (3) coordinates the preparation of the Secretary's annual report, Health, United States, on the health status of the Nation to the President and the Congress in compliance with Section 308 of the PHS Act and other recurring and special reports requested by the Department; (4) provides leadership and expertise in the application of sophisticated statistical techniques related to the problem of integrating and analyzing data from diverse sources; (5) conducts research on the economic aspects of health status and health services; and (6) prepares research and analytical reports for publication and dissemination. (Approved: 1/14/94)

Aging Studies Branch (HCS454)

(1) Using statistical data from multiple sources, develops and conducts a comprehensive research program on the health of the aging population; (2) conducts methodological research focused on the relationship between demographic, social, and biological factors and changes in the health and health care of the older population; (3) collaborates with programs in other public and private agencies directed toward the enhancement of health and well-being among the older population; (4) provides consultation and technical assistance to other agencies in the collection, analysis and interpretation of data on mortality, morbidity and disability among the aging population; and (5) prepares research and analytic reports for publication and dissemination.   (Approved 1/29/01)

Division of Health Promotion Statistics (HCS46)

(1) Develops policies, plans, and strategies for the implementation of surveillance and data systems in support of the Department's health promotion and disease prevention objectives; (2) coordinates the health promotion and disease prevention related data collection activities of the Center; (3) serves as liaison with the Department's Office of Disease Prevention and Health Promotion; (4) provides support and technical assistance to state and local health agencies in the areas of statistical assessment and the use of data for policy development and program planning; (5) coordinates CDC activities to sustain and enhance state and local statistical capacity; (6) establishes consensus-building processes involving CDC, the Department, state and local agencies, and the private sector to identify priority data gaps on national health promotion objectives and recommends solutions to fill these gaps; and (7) designs, develops, and implements computer data processing systems and software and produces statistical data for analysis. (Approved 1/14/94)